

DEPARTMENT OF THE ARMY
HEADQUARTERS U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503-5100

USAFACFS Supplement 1
to AR 25-55

11 March 1992

Information Management: Records Management
Freedom of Information Act (FOIA)

Further supplementation by subordinate commanders is
prohibited unless specifically approved by
Headquarters, USAFACFS.

AR 25-55, 10 January 1990, as supplemented by FORSCOM Supplement 1 15 September 1990
is further supplemented as follows:

Page 4, Paragraph 1-301, Control System. ADD subparagraphs c and d after b

c. Chief Administrative Support Section, Directorate of Information Management,
5168/3907 is the Fort Sill FOIA Officer and is the Installation Point of Contact
) for all FOIA requests.

d. Offices receiving requests for information or records made under provisions of
the FOIA will immediately hand-carry such to the installation POC for processing.

Page 5, Paragraph 1-500 Compliance with the FOIA ADD the following subparagraphs

a. Heads of organizations/directorates will designate an FOIA Coordinator for
elements under their justification. A copy of this appointment will be sent to the
installation POC and appointments will be kept current.

Appointees will

Become familiar with AR 25-55 and this supplement

(2) Review all information/records for releasability before forwarding them to the
installation POC. Use exemptions listed in paragraph 3-200 to determine releasability.
Appointee must state whether information is releasable or not releasable. If not
releasable, appointee must provide justification based on one of the nine FOIA
exemptions. All records except those that are classified will be forwarded to the
installation POC whether releasable or not. Contact installation POC for instructions
on classified material pertaining to FOIA requests.

(3) Review all information/records for Privacy Act data. Privacy Act data will be
removed prior to sending information to installation POC (i.e. social security number,
home address, home telephone number).

(4) Notify the installation POC immediately when it appears the suspense date for
an FOIA request cannot be met.

(5) Provide applicable response time data and grade of employee involved to
installation POC. DO NOT ROUND TO NEAREST 1 MINUTE INTERVALS; provide actual times
An example of the breakout of the different times is as follows:

Search time GS4 15 minutes

Review time GS6 20 minutes

Correspondence Time GS3 5 minutes

Copy time GS4 15 minutes

Hand-carrying Documents GS3 30 minutes

Number of Pages Reproduced

USAFACFS Supplement 1 to AR 25-55, 11 March 1992

(g) Computer Search Time: GS4, 10 minutes (This figure should include both time spent at terminal searching for the information and programming information to be printed.)

(h) Computer Printing Time: 5 minutes (Time computer spent printing material.)

Page 9, Paragraph 3-200, FOIA Exemptions. ADD the following at the end of the first paragraph:

Installation POC will forward FOIA requests to Staff Judge Advocate for review when one of the nine exemptions may apply.

Page 17, Paragraph 5-204, Response to Requester. ADD the following at end of paragraph a:

Only the installation POC is designated to reply to FOIA requests. Because of the 10-day limit on FOIA responses, activities must comply with suspense dates issued by installation POC.

(ATZR-UOA-A)

FOR THE COMMANDER:



MARSHALL R. MCREE
Colonel, FA
Chief of Staff

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